

Region Election Guidelines



M i c h i g a n E d u c a t i o n A s s o c i a t i o n

REGION AT-LARGE ELECTION GUIDELINES

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I. ELECTION OF REGION OFFICERS

- A. This section applies to the following region officers:
 - 1. Region President
 - 2. Region Vice President
 - 3. Region Secretary
 - 4. Region Treasurer
- B. The election of region officers shall be conducted on or before May 31.
- C. At least two (2) weeks prior to the election, the region secretary shall notify all council members in good standing of the time, date and location of the election and the names of the nominees for each office.
- D. Newly-elected region officers shall assume office during or at the close of the region's annual meeting.
- E. Results of the election of region officers are to be transmitted to the MEA Executive Office by the region president by June 20.
- F. Nominations for region officers shall be made at the region meeting held prior to the election. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the Association or any of its local affiliates unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the Association or any of its local affiliates who does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within thirty (30) days. (MEA Bylaws IV.A.)
- G. Nominations may be made by:
 - 1. A nominations committee (do not use the region election committee); or
 - 2. Written nomination by one (1) or more members of the region council; or
 - 3. Petition signed by fifteen (15) or more members of the region; or
 - 4. Nominations from the floor.
- H. Consent of a candidate must be secured before that name is placed on the ballot.
- I. The election is to be by secret ballot. It is suggested that the region election committee be designated to count the ballots.
- J. Election by acclamation is permitted for the election of region officers.

II. ELECTION OF REGION NEA RA COORDINATOR AND ALTERNATE

- A. The election of the region NEA RA coordinator and at least one (1) alternate shall be conducted between September 1 and December 31 each year.
- B. The election shall take place at a region caucus of NEA RA delegates in good standing from the region.
- C. This caucus meeting shall be called by the senior MEA Board member from the region.
- D. The region NEA RA coordinator and alternate(s) shall be nominated from and elected by the current local, cluster and region NEA RA delegates in good standing within the region that includes:
 - 1. NEA RA delegates elected by locals within the region;
 - 2. NEA RA cluster delegates elected within the region;
 - 3. MEA Board of Director members elected by the region in the region at-large election; and
 - 4. NEA RA at-large delegates elected by the region in the region at-large election.
- E. The election results should be promptly transmitted to the MEA Executive Office, no later than December 31.

III. REGION AT-LARGE ELECTION POSITIONS TO BE ELECTED

- A. An election that takes place in the region among the entire membership in good standing of the region shall be held at one time and is referred to as the region at-large election.
- B. The positions elected through the region at-large election are:
 - 1. Region MEA Board of Directors/NEA RA delegate. (This position(s) is elected by all EA and ESP members in good standing in the region.)
 - 2. Region at-large MEA RA delegates and alternates. (This position(s) is elected by all EA and ESP members in good standing in the region.)
 - 3. Region EA Cluster MEA RA delegates and alternates. (This position(s) is elected by EA members in good standing from that cluster.)
 - 4. Region ESP Cluster MEA RA delegates and alternates. (This position(s) is elected by ESP members in good standing from that cluster.)
 - 5. Region at-large NEA RA delegates and alternates. This position(s) is elected by the EA members in good standing in the region. ESP members in good standing vote in a separate statewide election (Region 50) for NEA RA at-large delegates and alternates.

6. Region EA Cluster NEA RA delegates and alternates. (This position(s) is elected by EA members in good standing from that cluster.)
 7. Region ESP Cluster NEA RA delegates and alternates. (This position(s) is elected by ESP members in good standing from that cluster.)
- C. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the Association or any of its local affiliates unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the Association or any of its local affiliates who does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within thirty (30) days. (MEA Bylaws IV.A.)
- D. MEA Board of Directors/NEA RA delegate.
1. The term of office is for three (3) years beginning September 1 following the election and ending August 31.
 2. Each region having more than three (3) MEA Board members shall designate and elect one (1) or more of its Board positions as Representatives of Minority Persons 3-1(g) according to the following:
 - a. Each region that has four (4) or five (5) MEA Board members will elect at least one (1) of its members as Representative of Minority Persons 3-1(g).
 - b. Each region that has six (6) or seven (7) MEA Board members will elect at least two (2) of its members as Representatives of Minority Persons 3-1(g).
 - c. Each region that has eight (8) or more Board members will elect at least three (3) of its members as Representatives of Minority Persons 3-1(g).
 3. The announcement of nominations and the election ballot for such positions designated as Representatives of Minority Persons 3-1(g) must indicate such designation.
- E. Region at-large delegate to the MEA Representative Assembly.
1. Each region will elect a number of Representatives of Minority Persons 3-1(g) as delegates at-large equal to the number of MEA Board of Directors members elected by and for that region.
 2. The announcement of nominations and the election ballot for such positions designated as Representative of Minority Persons 3-1(g) must indicate such designation.
 3. The term of office is for three (3) years beginning September 1 following the election and expiring August 31.
- F. Region cluster delegates to the MEA Representative Assembly.
1. All EA locals with less than 56 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the MEA RA.

2. All ESP locals with less than 56 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the MEA RA.
3. All EA/ESP locals with less than 56 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the MEA RA.
4. The cluster is allocated one delegate for each 150 members or major fraction thereof.
5. The term of office is for three (3) years beginning September 1 following the election and expiring August 31.
6. For purposes of Representatives of Minority Persons 3-1(g) pursuant to MEA Bylaw V.F., a cluster shall be considered as a local. If a cluster has four (4), five (5), six (6) or seven (7) delegates, at least one of those positions must be designated as a Representative of Minority Persons 3-1(g). If a cluster has eight (8) delegates, two (2) of those positions must be designated as Representatives of Minority Persons 3-1(g). If a cluster has nine (9) or more delegates, at least three (3) of the positions must be designated as Representatives of Minority Persons 3-1(g).

G. Region at-large delegates to the NEA Representative Assembly.

1. The MEA Executive Office will annually inform each region of its allocated number of at-large delegates to the NEA RA and how many seats must be designated as Representatives of Minority Persons 3-1(g).
2. This position(s) is to be elected only by the EA members in good standing in the region. ESP members in good standing vote in a separate statewide election for NEA RA at-large delegates and alternates.
3. The announcement of nominations and the election ballot for such positions designated as Representatives of Minority Persons 3-1(g) must indicate such designation.
4. The term of office is for three (3) years beginning September 1 following the election and expiring August 31.

H. Region cluster delegates to the NEA Representative Assembly.

1. EA locals with less than 76 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the NEA RA.
2. ESP locals with less than 76 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the NEA RA.
3. EA/ESP locals with less than 76 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the NEA RA.
4. The cluster is allocated one delegate for every 150 members or major fraction thereof.

5. The term of office will not exceed three (3) years and begins September 1 following the election and expires August 31.

I. Alternates

1. Alternates shall be elected for all region at-large and cluster positions, except the MEA Board of Directors, and shall serve a term of three (3) years beginning April 1. There is no alternate position for an MEA Board of Directors member. The alternate for the at-large NEA RA delegate position held by an MEA Board member shall be selected from duly-elected alternates in conformance with 2.a. or 2.b. below.
2. Each region shall select one of the following methods of electing alternate MEA and NEA RA delegates:
 - a. By a separate ballot and shall be elected in descending order of the number of votes received, or
 - b. The unsuccessful candidate(s) for a position shall be alternates for that position in descending order of the number of votes received.
3. If a region does not conduct a specific election for alternates, unsuccessful candidates for delegate positions shall be the alternates in descending order of the number of votes received.
4. If the region conducts elections for alternates, as in 2.a. above, but no alternates are available to fill a vacancy, unsuccessful candidates for delegate positions in the last two (2) years will be considered as the elected alternates in descending order of the number of votes received.
5. Alternates for region at-large NEA RA delegate(s) will be the unsuccessful candidate(s) for NEA RA delegate position(s) Representative of Minority Persons 3-1(g) in descending order of the number of votes received.
6. If a region selects option 2.b. above, the announcement of nominations and election ballot must indicate that unsuccessful candidates will be elected as alternates.

- J. All elections shall be by secret ballot and the region at-large election shall be conducted among the active membership in good standing of the region. In the event the number of candidates equals the number of positions to be filled, there is no need for a ballot, and candidates can be declared elected by acclamation. However, if two or more candidates for identical positions are elected by acclamation, the region council shall conduct a lottery at the close of nominations to determine the rank order of the candidates.

- K. Consent of a candidate must be secured before that name is placed on any ballot.

IV. REGION AT-LARGE ELECTION - ON-SITE AND MAILED BALLOTS

Written notification of the region or local's intent to participate in the region at-large elections using paper ballots should be provided by the region or local president and the region or local elections chair to the MEA Executive Office, in care of the MEA Vice President, no later than December 31.

TIMELINE

The region at-large election shall be conducted in accordance with the following timeline:

May 31	Region selects a region election chairperson and a nominations chairperson and forwards the names to MEA.
July 31	MEA notifies region president, region election chairperson, nominations chairperson and region MEA Board members of positions to be filled and length of terms.
August 15	Date, time, and location of region nominations meetings to be forwarded to MEA for inclusion in the Fall <i>MEA Voice</i> .
October	The Fall edition of the <i>MEA Voice</i> will provide region election information.
December 16	Close of nominations from the floor at a region meeting no earlier than December 1 and no later than December 16. A region should close nominations at its December meeting and may elect by acclamation. If no meeting is held in December, the region may not use acclamation.
December 17	Nominations sent by the region to MEA received/postmarked no later than December 21.
December 31	Biographical sketches sent to MEA by candidates must be received/postmarked no later than December 31.
February	The Winter edition of the <i>MEA Voice</i> will provide region election information.
February 1	Ballots and all other election material will be distributed to regions.
February 7	MEA Membership Department to receive membership update information from locals prior to creating voter eligibility list.
February 15	Voter eligibility list emailed to president and elections chair of locals using paper ballots.
February 28	Region election committee has mailed or delivered election materials to local association presidents.
March	Elections conducted in the locals: <ol style="list-style-type: none">1. The election shall be conducted on the first consecutive Tuesday, Wednesday, Thursday in March.

2. If the unit is not scheduled to work during the above days, the election shall be conducted on the next consecutive Tuesday, Wednesday, Thursday in March.
3. If inclement weather or other emergency interrupts the election as above, it shall be completed on the next consecutive workday(s), but no later than March 24.

March 24	Tabulated election results mailed or delivered from the local to the region election committee.
March 31	Local association tabulations compiled by region election committee and candidates and MEA notified of election results by submitting the official Local Tally Sheet for EA or ESP Units form in Appendix A.
April/May	Election results and local association tabulations incorporated in region minutes.

REGION PRESIDENT - RESPONSIBILITIES CHECKLIST – ON-SITE AND MAILED BALLOTS

- _____ A. By June 20, notify the MEA Executive Office of the names of the MEA region president, vice president, secretary, treasurer, caucus chair, and chairpersons of the region election committee and region nominations committee. Use the Official Report of MEA Region Council Elections form in Appendix B.
- _____ B. Appoint by May 31, with approval of the region council, a nominations committee that shall consist of at least one (1) member in good standing from each coordinating council within the region. Each member of the nominations committee should preferably be from different local associations.
- _____ C. Determine at which region meeting the election committee will conduct open nominations. This meeting must take place prior to December 16. If the region wishes to use acclamation (where appropriate), the meeting must take place between December 1-16. (See Region Council Constitution, Article VII, Section 8).

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE OPENED:

Tonight we will be opening nominations for region offices that will be elected in the March region election.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

Following the meeting, the membership status of nominators and candidates will be verified. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order.

Nominees will be notified if their nomination is not valid. If a nomination is ruled out of order because the nominator is not in good standing, the nominee may have a member who is in good standing submit a nomination in writing to the region elections chair or have a member in good standing nominate at a subsequent region meeting prior to the closing of nominations.

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE TO BE CLOSED:

Tonight we will continue to accept nominations for region offices that will be elected in the March region election. We will close nominations at tonight's meeting.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues

Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

We may also be electing, by acclamation, at this meeting, positions for which the number of candidates is fewer than or equal to the number of positions to be elected. Election by acclamation is subject to verification of membership in good standing.

Following the meeting, the membership status of nominators, candidates, and any persons elected by acclamation, will be verified because nominations will be closed tonight. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order and the individual will not appear on the March ballot.

If a person elected by acclamation is found not to be in good standing, the election will not be valid and the position will appear on the region election ballot.

- _____ D. In order to avoid potential conflicts of interest, members of the nominations committee should not serve on the election committee and vice versa.
- _____ E. Meet with the region election committee to plan the implementation of the region at-large election schedule and procedures.
- _____ F. By July 31, receive from MEA the positions to be filled and the length of terms. MEA will also notify the election chairperson, nomination chairperson and all MEA Board members from the respective region of these positions and term lengths.
- _____ G. The region president should ensure that the region candidates have the opportunity to address the region prior to the election.
- _____ H. By March 31, receive the certification of election results from the region election committee and notify the MEA Executive Office of same by submitting the official tally report form in Appendix A.

**REGION NOMINATIONS COMMITTEE - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- _____ A. There shall be a region nominations committee (separate from the region election committee) and chairperson appointed by the region president and approved by the region council. The committee shall minimally be composed of each coordinating council chairperson (or designee) from within the region and whatever other members in good standing are necessary to help ensure the committee will accomplish its goal. Members of the nominations committee may not serve on the election committee or be a candidate for office.
- _____ B. The goal of the nominations committee is to recruit candidates so that there is at least one candidate for each vacant position.
- _____ C. The name of the nominations chairperson shall be forwarded by the region president to the MEA Executive Office no later than May 31.
- _____ D. The nominations committee shall meet no later than one (1) week following the first region meeting each fall.

At a minimum, the nominations committee shall:

- _____ 1. Prior to October 1, contact incumbents whose positions will be up for election in order to determine their intention to run again.
- _____ 2. By November 1, if there are cluster position vacancies with no announced candidates, the nominations committee shall contact the local presidents from within the cluster in order to recruit candidates.
- _____ 3. By November 1, if there are vacant positions other than cluster positions with no announced candidates, the nominations committee shall schedule a meeting with coordinating council chairperson(s) and the region MEA Board members in order to recruit candidates.

**REGION ELECTION COMMITTEE - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- ___ A. Candidates for office may not serve on the elections committee.
- ___ B. Meet with the region president to plan the implementation of the region at-large election schedule and procedures.
- ___ C. Accept nominations sent in writing, by email or by fax prior to the close of nominations at a December meeting.
- ___ D. By December 16, conduct nominations from the floor during a region council meeting.
- ___ E. Certify the validity of all nominations as members in good standing:
 - ___ 1. If nominated in writing, by fax, email, or at the nominations meeting, there must be a valid signed statement of consent. Nominations received in any manner other than nominations from the floor must be in writing.
 - ___ 2. Nominee must be an active association member in good standing.
 - ___ 3. Nominee must be from the region.
 - ___ 4. A member must be eligible to vote for a position and be in good standing in order to nominate for the position. This includes self-nomination. For examples, a cluster candidate may only be nominated by a member of that cluster.
 - ___ 5. Secure a written statement of consent from each candidate prior to placing that name on the ballot.
- ___ F. December 17-31, mail the names of all nominees to the MEA Executive Office using the Region Positions to be Elected form in Appendix C.
- ___ G. Issue an invitation to each candidate to appear at a region council meeting prior to the election.
- ___ H. By February 1, receive the ballots and other election information from MEA.
- ___ I. By February 28, packets of ballots and other election information should have been distributed to each local president:
 - 1. A signature sheet should be required for any packets distributed at a region meeting and/or delivered in person.
 - 2. Packets distributed through the mail should include a pre-addressed postcard for return by the local president to the election committee to signify receipt of the election packet.

- ____ J. Establish the location and method(s) for the return of the tabulated results from the locals to the election committee. This information should be included in the election packet that is forwarded to the local president.
- ____ K. Receive the tabulated results from the locals.
- ____ L. All tabulated results received from local associations shall be counted at one time by the region election committee on a predetermined date. Provide this information to all candidates, preferably in writing, along with notification of their right to be present or to have a designee present to observe the final count.
- ____ M. A few days prior to this compilation, the election committee should review the election returns from the locals and contact local presidents who have not returned their tabulated results. However, the returned information from the locals should not be opened until the date of the compilation. (It would be helpful if the envelope provided to the local for return of the tabulated results was marked on the outside with the name of the local.)
- ____ N. On the selected date (no later than March 30), compile the tabulated results that have been timely received from the locals. Timely means that the tabulated results were delivered by March 24, or if mailed, postmarked no later than March 24. Do not count tabulated results that are not timely.
- ____ O. The candidate(s) receiving a plurality of the votes cast shall be declared elected.
- ____ P. By March 31, notify the candidates, local presidents, region delegates, and the MEA Executive Office of the official election results and certify the election results to the region president by mailing the Local Tally Sheet for EA or ESP Units form in Appendix A.
- ____ Q. Present a motion at the next region council meeting to incorporate the region at-large election results and the local association tabulations as a part of the region minutes.
- ____ R. The region president shall preserve the tabulated results and all related materials for one (1) year.
- ____ S. Receive, review and act upon election challenges in accordance with Article VIII.- Section 5 of the Region Council Constitution.
- ____ T. In the case of a special election, the committee shall ensure written notification through the U.S. mail to eligible voters, an open nomination and a secret ballot.

**LOCAL PRESIDENT - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- ____ A. The region at-large election shall be conducted in each local association by a local election committee composed of at least three (3) members in good standing of the local. If such a committee does not exist, one shall be appointed by the local president with the concurrence of the local governing board. The local election committee should be in place well in advance of receiving the election materials from the region election committee.
- ____ B. EA and ESP units in the same district may conduct their elections together and form one combined EA/ESP election committee.
- ____ C. By February 28, receive a packet of ballots and other election information from the region election committee.
- ____ D. The local president will turn over the election packet to the local election committee.
- ____ E. The region at-large election is an on-site election. However, eligible voters who are not able to vote on site during the election period may notify their local association president of their need to vote by absentee ballot. The request must be in writing, must include the specific reason necessitating an absentee ballot and must be received no later than February 21 by the local association president. Such requests shall be forwarded to the local election committee by the local president.
- ____ F. The local president will preserve the ballots, including challenged and voided ballots, signed outside envelopes, tally sheets, and all other materials for one (1) year.

**LOCAL ELECTION COMMITTEE - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- ___ A. Determine the election site(s). The site(s) should provide reasonable access to voting for all eligible voters.
- ___ B. Determine the election times; however, the time must allow all eligible voters in good standing a reasonable opportunity to cast their ballots. Eligible voters shall be notified of the specific voting times for each voting site.
- ___ C. It is important to ensure that if voting is allowed at multiple worksites, a procedure be in place to ensure that no member shall vote more than once.
- ___ D. Appoint and instruct an election official(s) (election committee member, building representative, etc.) for each voting site.
- ___ E. Ballots must be cast at each voting site in a locked and secure ballot box.
- ___ F. Election officials shall not be provided with the key to their ballot boxes. The key(s) shall be retained by the election chairperson.
- ___ G. The ballot box at each site must be attended at all times by an election official. During times when balloting is not actually taking place, the ballot box may be placed in a secure location (locked in a room, car, locker, etc.) and does not need to be in the physical presence of the election official except during voting times. It is permissible for the election official to take the ballot box home for safe keeping.
- ___ H. Distribute ballots and other election material. It is critical that every eligible voter receives a ballot and the related material. It is best to personally hand the ballots and other materials to the eligible voters.
- ___ I. The voter eligibility list will be created from the membership information received from local associations by the MEA Membership Department by February 7. By February 15, this list of eligible voters will be printed by the MEA Executive Office and included in the election materials received from the region election committee.
- ___ J. Absentee ballots:
 - ___ 1. Requests for absentee ballots shall be received by the local president by February 21 and forwarded to the local election committee.
 - ___ 2. Eligible voters who are not able to vote on site during the election period may notify their local association president of their need to vote by absentee ballot. The request must be in writing, must include the specific reason necessitating an absentee ballot and must be received no later than February 21 by the local association president.
 - ___ 3. Eligible voters requesting an absentee ballot and complying with the above shall be mailed an absentee ballot by the local association election committee.
 - ___ 4. If it appears to the local election committee that the person requesting the

absentee ballot is not an eligible voter, is actually able to vote on site, or for some other reason may not be eligible to vote by absentee ballot, the proper course of action would be to:

- _____ a. Mail the individual an absentee ballot; and
 - _____ b. Explain the committee's concern and ask that any necessary clarification be provided by a given date prior to the election and that it is possible that the individual's ballot will be challenged and set aside.
- _____ 5. An absentee ballot must be returned ~~by U.S. mail~~ and received by the association no later than the last day of the election. Late absentee ballots shall be unopened and set aside as void ballots.

_____ K. Counting the ballots:

- _____ 1. The counting should be done openly and anyone is allowed to observe the counting process. At least two (2) members of the local election committee should conduct the counting process.
- _____ 2. The region at-large election uses a double envelope system of balloting that entails an eligible voter marking a ballot, placing it in a secret ballot envelope, placing the secret ballot envelope in an outside envelope, signing the outside envelope, and depositing it in the ballot box.
- _____ 3. Review the voter eligibility list and cross off all names of individuals who were not association members at the time of the election. To be an eligible voter, an individual's name must appear on the eligible voter list and the individual must be a member in good standing at the time of the election.
- _____ 4. Unlock and empty all ballot boxes.
- _____ 5. Check the signature on the outside envelope against the list of eligible voters supplied with the election packet received from the region election committee.
 - _____ a. If the name on the outside of the envelope matches a name on the eligible voter list, place a check by that name on the list and place all such envelopes together.
 - _____ b. If the signature on the outside envelope is illegible or the name does not appear on the voter eligibility list, set all such envelopes aside as challenged ballots. These ballots are not to be counted and are not to be opened.
 - _____ c. If the signature check reveals two or more envelopes from the same individual, set all the envelopes from that individual aside as challenged ballots. These ballots are not to be counted and are not to be opened.

- _____ 6. Only when all envelopes have been checked against the eligibility list may the count continue. At this time, open the outside envelopes of the valid ballots, placing the outside envelopes in one pile and the unopened secret ballot envelopes in a separate pile.
- _____ 7. Only when all outside envelopes have been separated from the secret ballot envelopes may the count continue. At this time, set the outside envelopes aside. DO NOT THROW THEM AWAY.
- _____ 8. Open the secret ballot envelopes, placing the ballots in one pile and the secret ballot envelopes in a separate pile. The empty secret ballot envelopes may be thrown away at the end of the count.
- _____ 9. Count the ballots and complete the tally sheet supplied with the packet received from the region election committee.
- _____ 10. When counting ballots, if a mark is outside the box, if there is an erasure, or if the ballot contains some other discrepancy, the local election committee must make a judgment as to how or whether to count it. The rule of thumb is to count it if the intent of the voter is apparent and to not count it if the intent is unclear.
- _____ 11. Forward the tabulated results to the region election committee no later than March 24.
- _____ 12. The ballots, including challenged and voided ballots, signed outside envelopes, tally sheets, and all other materials are turned over to the local president to be preserved for one (1) year.

MEA RESPONSIBILITIES – ON-SITE AND MAILED BALLOTS

- A. The following election information will be provided in the Fall edition of the *MEA Voice*:
1. A list of positions open for nominations in each region, the length of term for each position, and other designations (such as Representative of Minority Persons 3-1(g)).
 2. The nominations procedure including the names and primary email addresses for the chairperson of each region's election committee.
 3. Announcement that the voter eligibility list will be printed by the MEA Executive Office from the information received by the MEA Membership Department from local associations by February 7 and that locals need to have all membership changes to MEA by that date.
 4. The date of the election.
 5. Procedure for provision of biographical information.
- B. The following election information will be provided in the Winter edition of the *MEA Voice*:
1. A list of all nominees and all members elected by acclamation for all positions.
 2. The date of the election.
 3. The procedure for absentee balloting.
 4. A statement concerning voter eligibility of members in good standing and that only those who were MEA/NEA members as of February 7 and whose names were provided to the MEA Membership Department by that date will be eligible to vote.
- C. By February 15, MEA shall prepare, print and forward to each region election chairperson an election packet containing the following:
1. Ballots (including only candidate's name and school district);
 2. Secret ballot envelopes;
 3. Outside envelopes (with lines for printed name and signature);
 4. Tabulation sheets (region and local);
 5. Biographical material;
 6. Voter eligibility list;
 7. Mailing envelopes for mailing of materials to local and back to region;
 8. Any other materials necessary to implement the region at-large elections.

V. REGION AT-LARGE ELECTION – ONLINE VOTING

TIMELINE

The region at-large election shall be conducted in accordance with the following timeline:

May 31	Region selects a region election chairperson and a nominations chairperson and forwards the names to MEA.
July 31	MEA notifies region president, region election chairperson, nominations chairperson and region MEA Board members of positions to be filled and length of terms.
August 15	Date, time and location of region nominations meetings to be forwarded to MEA for inclusion in the Fall <i>MEA Voice</i> .
October	The Fall <i>MEA Voice</i> will provide region election information.
December 16	Close of nominations from the floor at a region meeting no earlier than December 1 and no later than December 16. A region should close nominations at its December meeting and may elect by acclamation. If no meeting is held in December, the region may not use acclamation.
December 17	Nominations sent by the region to MEA received/postmarked no later than December 21.
December 31	Biographical sketches sent to MEA by candidates must be received/postmarked no later than December 31.
February	The Winter edition of the <i>MEA Voice</i> will provide region election information.
February 1	MEA sends the local president online voting instructions.
February 7	MEA Membership Department to receive membership update information from locals prior to creating voter eligibility list.
February 5-15	Region election chairs send an announcement to all local presidents in their region regarding online voting.
February 15	Voter eligibility lists emailed to president and election committee chairs of locals using paper ballots.
February 18-28	Local president informs members of online voting procedures.
March 1-24	Members may access the online voting system during the fifteen (15) day period printed in the <i>MEA Voice</i> and vote or may vote on an alternate paper ballot, which must be received by MEA by the close of online voting. MEA IT will send a confirmation email to the individual voting member when the ballot has been submitted electronically.

April 1

MEA will compile the results and send individual region results to the respective election chair for certification.

MEA IT will provide a list of the members who voted to the local president(s) and local election committee members.

Election results shall be recorded in region minutes.

REGION PRESIDENT - RESPONSIBILITIES AND CHECKLIST FOR ONLINE VOTING

- _____ A. By May 31, notify the MEA Executive Office of the names of the MEA region president, vice president, secretary, treasurer, caucus chair, and chairpersons of the region election committee and region nominations committee. Use the Official Report of MEA Region Council Elections form in Appendix B.
- _____ B. Appoint by May 31, with approval of the region council, a nominations committee that shall consist of at least one (1) member in good standing from each coordinating council within the region. Each member of the nominations committee should preferably be from different local associations.
- _____ C. Determine at which region meeting the election committee will conduct open nominations. This meeting must take place prior to December 16. If the region wishes to use acclamation (where appropriate), the meeting must take place between December 1-16. (See Region Council Constitution, Article VII, Section 8).

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE OPENED:

Tonight we will be opening nominations for region offices that will be elected in the March region election.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

Following the meeting, the membership status of nominators and candidates will be verified. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order.

Nominees will be notified if their nomination is not valid. If a nomination is ruled out of order because the nominator is not in good standing, the nominee may have a member who is in good standing submit a nomination in writing to the region elections chair or have a member in good standing nominate at a subsequent region meeting prior to the closing of nominations.

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE TO BE CLOSED:

Tonight we will continue to accept nominations for region offices that will be elected in the March region election. We will close nominations at tonight's meeting.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues

Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

We may also be electing, by acclamation, at this meeting, positions for which the number of candidates is fewer than or equal to the number of positions to be elected. Election by acclamation is subject to verification of membership in good standing.

Following the meeting, the membership status of nominators, candidates, and any persons elected by acclamation, will be verified because nominations will be closed tonight. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order and the individual will not appear on the March ballot.

If a person elected by acclamation is found not to be in good standing, the election will not be valid and the position will appear on the region election ballot.

- ____ D. In order to avoid potential conflicts of interest, members of the nominations committee should not serve on the election committee and vice versa.
- ____ E. Meet with the region election committee to plan the implementation of the region at-large election schedule and procedures.
- ____ F. By July 31, receive from MEA the positions to be filled and the length of terms. MEA will also notify the election chairperson, nominations chairperson and all MEA Board members from the respective region of these positions and term lengths.
- ____ G. The region president should ensure that the region candidates have the opportunity to address the region prior to the election.
- ____ H. The MEA Executive Office will send to region presidents a printout of the online vote tallies and the alternate paper ballots, which will be kept by the region president for one (1) year.

**REGION NOMINATIONS COMMITTEE -
RESPONSIBILITIES CHECKLIST FOR ONLINE VOTING**

- _____ A. There shall be a region nominations committee (separate from the region election committee) and chairperson appointed by the region president and approved by the region council. The committee shall minimally be composed of each coordinating council chairperson (or designee) from within the region and whatever other members in good standing are necessary to help ensure the committee will accomplish its goal. Members of the nominations committee may not ~~also~~ serve on the election committee or be a candidate for office.
- _____ B. The goal of the nominations committee is to recruit candidates so that there is at least one candidate for each vacant position.
- _____ C. The name of the nominations chairperson shall be forwarded by the region president to the MEA Executive Office no later than May 31.
- _____ D. The nominations committee shall meet no later than one (1) week following the first region meeting each fall.

At a minimum, the nominations committee shall:

- _____ 1. Prior to October 1, contact incumbents whose positions will be up for election in order to determine their intention to run again.
- _____ 2. If by November 1, there are cluster position vacancies with no announced candidates, the nominations committee shall contact the local presidents from within the cluster in order to recruit candidates.
- _____ 3. If by November 1, there are vacant positions other than cluster positions with no announced candidates, the nominations committee shall schedule a meeting with coordinating council chairperson(s) and the region MEA Board members in order to recruit candidates.

**REGION ELECTION COMMITTEE -
RESPONSIBILITIES CHECKLIST FOR ONLINE VOTING**

- ____ A. Candidates for office may not serve on the elections committee.
- ____ B. Meet with the region president to plan the implementation of the region at-large election schedule and procedures.
- ____ C. Accept nominations sent in writing, by email or by fax prior to the close of nominations at a December meeting.
- ____ D. By December 16, conduct nominations from the floor during a region council meeting.
- ____ E. Certify the validity of all nominations as members in good standing:
 - 1. If nominated in writing, by fax, email or at the nominations meeting, there must be a valid signed statement of consent. Nominations received in any manner other than nominations from the floor must be in writing.
 - 2. Nominee must be an active association member in good standing.
 - 3. Nominee must be from the region.
 - 4. A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.
 - 5. Secure a written statement of consent from each candidate prior to placing that name on the ballot.
- ____ F. By December 17-31, mail the names of all nominees to the MEA Executive Office using the Region Positions to be Elected form in Appendix C.
- ____ G. Issue an invitation to each candidate to appear at a region council meeting prior to the election.
- ____ H. In February, the region election chair will distribute to all local presidents within their region the procedures and dates for the online election. They will also ask local presidents to have their election committee inform their members.
- ____ I. In April, receive the tabulated results from the MEA Executive Office. The candidates, local presidents and region delegates shall be notified of the election results by the region election committee.
- ____ J. Present a motion at the next region council meeting to incorporate the region at-large election results as a part of the region minutes.

LOCAL PRESIDENT AND ELECTION COMMITTEE – RESPONSIBILITIES FOR ONLINE VOTING

Ensure voter eligibility with MEA.

Notification of election results to members.

MEA - RESPONSIBILITIES FOR ONLINE VOTING

- A. The following election information will be provided in the Fall edition of the *MEA Voice*:
1. A list of positions open for nominations in each region, the length of term for each position, and other designations (such as Representative of Minority Persons 3-1(g)).
 2. The nominations procedure including the names and primary email addresses for the chairpersons of each region's election committee.
 3. Announcement that the voter eligibility list will be printed by the MEA Executive Office from the information received by the MEA Membership Department from local associations by February 7 and that locals need to have all membership changes in to MEA by that date.
 4. The date of the election.
 5. Procedures for provision of biographical information.
- B. The following election information will be provided in the Winter edition of the *MEA Voice*:
1. A list of all nominees and all members elected by acclamation for all positions.
 2. The date of the election.
 3. The procedure for absentee balloting.
 4. A statement concerning voter eligibility of members in good standing and that only those who were MEA/NEA members as of February 7 and whose names were provided to the MEA Membership Department by that date will be eligible to vote.
- C. By February 15, MEA shall prepare, print and forward to each region election chairperson an election packet containing the following:
1. Ballots (including only candidate's name and school district);
 2. Secret ballot envelopes;
 3. Outside envelopes (with lines for printed name and signature);
 4. Tabulation sheets (region and local);
 5. Biographical material;

6. Voter eligibility list;
 7. Mailing envelopes for mailing of materials to local and back to region;
 8. Any other materials necessary to implement the region at-large elections.
- D. The MEA Executive Office will send region presidents a printout of the online vote tallies and the alternate paper ballots, which need to be kept by the region president for one (1) year.

VI. CAMPAIGN PRACTICES

- A. No candidate for a region at-large position may directly or indirectly finance his/her campaign activities with association funds. Candidates are prohibited from accepting contributions consisting in whole or in part of association dues or assessments and are prohibited from utilizing, without cost, association assets, facilities, equipment, staff, credit or newspaper advertisement.
- B. Region and MEA dues may be utilized to issue notices regarding the nomination of candidates and the scheduling of the election, to publish factual statements of the issues not involving candidates, to meet the expenses of holding the election, to sponsor a meeting at which all candidates for a region at-large position(s) are afforded equal opportunity to express their views to the membership prior to the election, and to publish the views of candidates as long as equal coverage is provided to all candidates.
- C. Candidates for region at-large positions shall adhere to these practices and such other regulations as may be established by the region election committee and approved by the region council.
- D. Biographical statements for region at-large candidates shall be printed by MEA, distributed to the region election committee, which will in turn distribute them to local association presidents for distribution at the same time ballots are distributed to eligible voters. In the case of online voting, biographical statements will be included electronically with the ballot. The following provisions apply to biographical statements:
 - 1. The printing and distribution of biographical statements is a service provided by MEA to the candidates and any errors or omissions shall not constitute a valid challenge to an election.
 - 2. Biographical statements shall be limited to 150 words and shall be reproduced for printing purposes as received, including grammatical and typographical errors. The statement must be in paragraph form; photos and lists will not be printed for regions using paper ballots. However, photos can be submitted and used for regions participating in the online elections. Statements longer than 150 words will be clipped at 150 words.
 - 3. Biographical statements must be submitted to MEA no later than December 31.
 - 4. Biographical statements will not be edited; however, statements that may cause a legal liability for the MEA will not be printed. In such instances, the candidate will be notified and this will not constitute a valid challenge to an election.
- E. Candidates may distribute additional printed materials to the electorate at their own expense.

VII. ELECTION CHALLENGES

- A. Challenges to a region at-large election shall be directed in writing to the region president setting forth the alleged improprieties giving rise to the challenge. (a sample form is in the MEA Region Council Constitution.) The challenge shall be filed within 14 calendar days of knowledge of the alleged impropriety or by April 10, whichever is earlier.
- B. Upon receipt of a timely challenge, the region president shall transmit same to the region election committee which shall review the challenge, meet with the complaining party, if necessary, and render a prompt decision.
- C. The decision of the region election committee may be appealed to the region executive committee by providing written notice to the region president within seven (7) calendar days of receipt of the decision of the election committee.
- D. Upon receipt of a timely challenge, the region president shall transmit same to the region executive committee which shall review the challenge and render a prompt decision.
- E. Neither the region election committee nor the region executive committee shall direct a rerun election unless there is sufficient evidence to believe that any improprieties could reasonably have affected the outcome of the election.

VIII. RECALL

Elected officials of the region may be removed from office by two-thirds (2/3) vote of the electorate (body by which they are elected) according to the following procedures:

- A. Recall petitions signed by fifteen percent (15%) of the electorate shall be submitted to the region council at a regular or special meeting.
- B. A region officer shall be removed from office upon a two-thirds (2/3) vote by secret ballot at the next council meeting following the presentation of petitions for recall.
- C. In the case of other positions that are elected in the region at-large election, the motion for recall shall be submitted to the electorate by the region election committee according to the following procedures:
 - 1. Active members in good standing of the region shall be notified that petitions for recall have been received; such notice shall detail charges involved.
 - 2. The election shall take place in accordance with the election procedures contained in Article VIII of the MEA Region Council Constitution, except that the region election committee shall modify the elections calendar to provide that the election shall be completed in not more than forty-five (45) days nor less than fifteen (15) days after notification.
- D. An NEA region coordinator shall be removed from office upon a majority vote, by secret ballot of the NEA region and local delegates of that region, at a special meeting which must be called in conjunction with the next meeting of the region council, or within forty-five (45) days of the presentation of petitions, whichever is sooner.
- E. If the vote of the electorate is for recall of the official, the position of that official shall be filled in the manner as provided in the MEA Region Council Constitution.
- F. In an action taken under the provisions of this article, no person shall be denied the right of a speedy hearing before the electorate.
- G. Only active members in good standing shall have the right to participate in the recall procedures prescribed above.

MEA REGION _____
LOCAL TALLY SHEET FOR EA OR ESP UNITS

LOCAL _____
(No abbreviations please)

Election Chair _____ Phone _____ Date _____

As Election Chair, I certify that the names on this tally have been validated.

This tally sheet shows **ALL** the positions being run for the region this year in the Region Elections. As the Local Elections Chair, fill out the totals and/or write-ins for the positions **respective to the election ballots** and **SUBMIT THIS INFORMATION TO THE MEA EXECUTIVE OFFICE IN THE “RETURN TALLY” ENVELOPE PROVIDED POSTMARKED BEFORE MARCH 24.**

NOTE: The word “Position” displayed in italics below is for headquarters’ purposes only.

Position #1 MEA RA Board of Directors/NEA RA Delegate, three-year term begins September 1, _____ [year] VOTE FOR TWO:

<i>Count</i>	<i>Name</i>	<i>Unit</i>	<i>Count</i>	<i>Name</i>	<i>Unit</i>
_____			_____		
_____			_____		
_____			_____		

Position #2 MEA RA Board of Directors/NEA RA Delegate-Representative of Minority Persons 3-1(g)*, three-year term begins September 1, _____ [insert year], VOTE FOR ONE:

<i>Count</i>	<i>Name</i>	<i>Unit</i>	<i>Count</i>	<i>Name</i>	<i>Unit</i>
_____			_____		
_____			_____		

Position #3 MEA RA At-Large Delegate-Representative of Minority Persons 3-1(g)*, three-year term begins September 1, _____ [insert year], VOTE FOR ONE:

<i>Count</i>	<i>Name</i>	<i>Unit</i>	<i>Count</i>	<i>Name</i>	<i>Unit</i>
_____			_____		
_____			_____		

APPENDIX B**OFFICIAL REPORT OF MICHIGAN EDUCATION REGION COUNCIL ELECTIONS**

PLEASE RETURN TO THE EXECUTIVE OFFICE AS SOON AS POSSIBLE AFTER YOUR ELECTION. MEA POLICY STATES THAT ELECTIONS SHOULD BE RUN IN THE SPRING AND PAPERWORK TURNED IN BY JUNE 20.

(It is important that this form is returned)

REGION: _____

DATE OF ELECTION: _____

ROLE	NAME	LOCAL	TERM BEGINS	TERM ENDS
President				
Vice President				
Secretary				
Treasurer				
Elections Chair				
Nominations Chair				
Caucus Chair				

Submitted by: _____

Please email form to rernst@mea.org or mail to MEA Executive Office, P.O. Box 2573, East Lansing, MI 48826-2573.
Form can also be faxed to 517-337-5587.

2023 REGION ____ POSITIONS TO BE ELECTED

(In Region __, unsuccessful candidates do not automatically become alternates)

On each position, always refer back to your Position List to see other members that may be in this position with a different term end date. That way you won't nominate someone who is already seated.

Positions #1-11 are funded by MEA. Funding includes mileage, lodging, meals and cost of sub if appropriately billed. (MEA Board positions are fully funded)

#	Position	Seat Currently Held By	Name of Nominee	Local	Nominee	Nominated By	Elected by Acclamation?	
							Yes	No
1	MEA Board of Directors/NEA RA Delegate This position can be held by EA or ESP members							
	1 position, 3 yr. term begins 9/1/22							
6	EA NEA RA At-Large Alternate-Representing Minority 3-1(g) This position can be held by EA or ESP members							
	1 position, immediate through 3/31/24	Vacant						
	1 position, immediate through 3/31/24	Vacant						
8	EA MEA RA Cluster Delegate This position is for EA locals that have less than 56 members							
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						
10	ESP MEA RA Cluster Delegate This position is for ESP Locals who have less than 56 members							
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						

Michigan Education Association

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BRETT R. SMITH, SECRETARY-TREASURER • MICHAEL M. SHOUDY, EXECUTIVE DIRECTOR

**To protect, advocate and advance the rights of all education professionals to
promote quality public education for all students.**